

GENERAL ORDER 82.4.4

Forms Development and Control

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for developing forms used by the Department.

DISCUSSION

Many different paper and electronic forms are used by the Department. These forms are developed and then approved by command staff. The Police Office Manager is responsible for development, accountability and ordering of all forms.

POLICY

I

The design, review, and modification process shall include those members who use the forms. Forms shall be reviewed on a yearly basis and stay consistent with records maintenance and data processing needs. Final approval for all forms shall be the responsibility of the command staff.

II

Forms shall be printed with the Department's name. Report forms and property/evidence forms are identified by a unique report number. A receipt copy of our property form is given to individuals from whom property is taken, if requested. Traffic citations, complaint forms, parking citations, misdemeanor citations and money receipts are sequentially numbered and recorded.

Richard L. Lewis
Chief of Police